Document Type: **PORECR (CSTARS and SPS Purchase Orders)**

Document Description: This document is used to record simplified acquisition for Priced PO for utilities processed by CSTARS or fixed price/quantity for agreed upon automatic cyclic payments in the Small Purchase System where no receiving report or invoice is required.

Source Document(s):

- CD-435 – Procurement Request
- CD-404 – Supply, Equipment, or Service Order
- CD-405 – Partial Receipt Notification
- CD-406 – Invoice Receipt Certification
- Optional Form 347 – Order for Supplies or Services
- Standard Form 30 – Amendment of Solicitation/Modification of Contract

Matching Criteria:

2 Way Match (Obligation and Invoice)

Processes:

- FM040 Purchase Order Transaction Screen
- PM020 Recurring Vendor Invoice Maintenance Screen
- PM003 Vendor Invoice Transaction Screen

Business Rules:

Use PORECR for CSTARS document with the 2-digit Counter Code of ST and for SPS documents with the 2-digit transaction code of 42.

Tolerance Levels:

Freight Amount - .00

Percentage for Quantity – .000

Percentage for Amount – .000

Tolerance Amount – .00

Reports:

PM101a – Print Daily Invoice Filing & Certification Report

PM102a – Print Released Vendor Invoice by User and Date Report

PM102c – Print Interest Paid/Discount Lost Report

PM130a – Print Unapproved Invoice Aging Report

PM147 – Print Recurring Vendor Invoice Report

Look-Up Screens:

FM042 – Purchase Order Transaction Look-Up

PM007 – Vendor Invoice History Look-Up

PM040 – Vendor Payment Look-Up

CFS-FIMA Interface:

CFS Document Number: 2 Way Match – FM040 Obligation Number

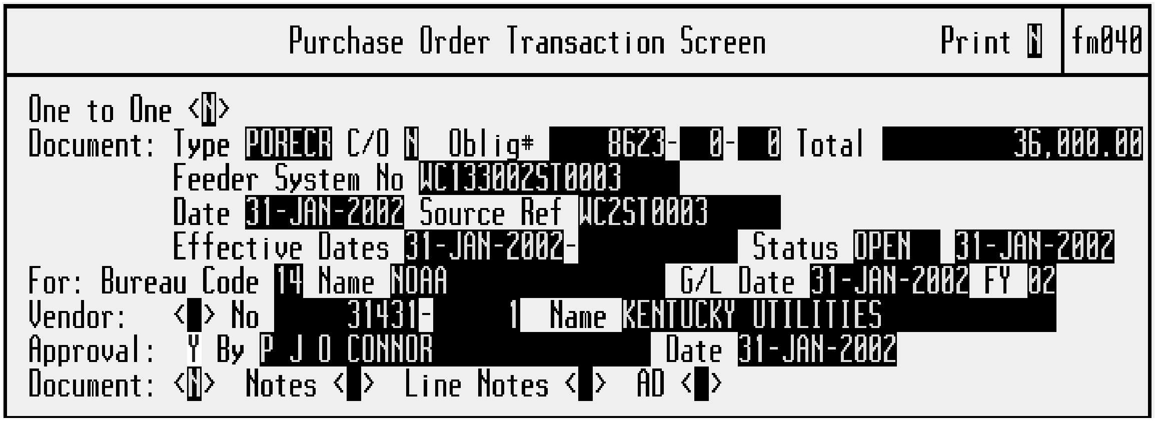
FIMA Document Number: 2 Way Match – FM040 Source Reference

FIMA Secondary Reference Number: 2 Way Match – FM040 Obligation Number + U

Purchase Order Transaction Screen

The Purchase Order Transaction Screen (FM040) is accessed from the FMTRAN menu. The following fields must be entered and the document approved to record an obligation in the Core Financial System.

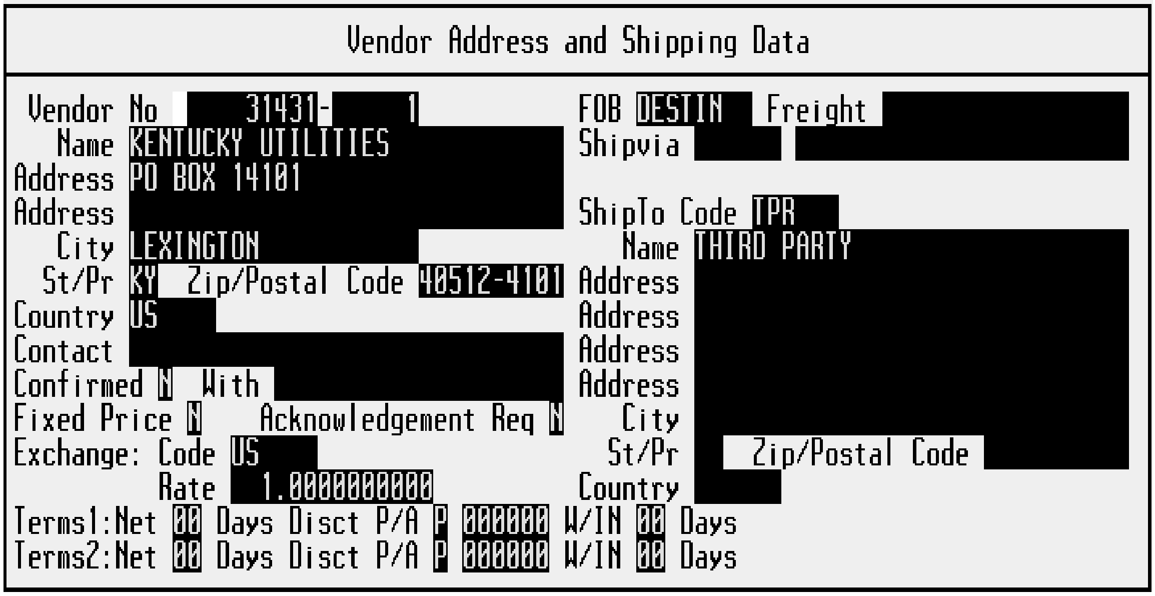
FM040 CONTROL BLOCK



```
                 Purchase Order Transaction Screen          Print N  fm040

One to One <N>
Document: Type PORECR C/O N  Oblig#     8623-  0-  0 Total           36,000.00
          Feeder System No WC133002ST0003
          Date 31-JAN-2002 Source Ref WC2ST0003
          Effective Dates 31-JAN-2002-             Status OPEN   31-JAN-2002
For: Bureau Code 14 Name NOAA                   G/L Date 31-JAN-2002 FY 02
Vendor:   < > No       31431-      1  Name KENTUCKY UTILITIES
Approval:  Y By P J O CONNOR                    Date 31-JAN-2002
Document: <N>  Notes < >  Line Notes < >  AD < >
```

Field Name	Source Document Mapping	Action/Description
One to One	N	This field is used to reference a requisition document. Press HOME and select the requisition.
Document: Type	PORECR	This field is used to identify the purchase order type. Press HOME and select the document type.
C/O	N – Original Purchase Order Y – Change Order	This field indicates if the purchase order is the original or a change order. This field defaults to **N**. Enter **Y** to process a change order.
Oblig #	System Generated – Original PO Select the Obligation # for the C/O	This field identifies the CFS obligation number consisting of: the system generated number, release number, and the change order number. Press HOME and select the obligation number for the change order.
Total	System Generated	This field records the total dollar amount for the detail item(s).
Feeder System No	Enter the Order Number	This field is used to convert open documents from legacy systems into the Core Financial System.
Source Reference	Enter the 9-Digit FIMA Document Number	This field is used to enter supporting documentation.
Effective Dates	Enter the Effective Dates	This field is used to record the effective dates of the purchase order. Enter the effective dates or the system defaults to the current date.
For: Bureau Code	13 – BXA 14 – NOAA	This field is used to record the bureau code. Press HOME and select the bureau code.
G/L Date	Use the Default G/L Date	This field is used to record the general ledger end date and defaults to the current open general ledger period.
FY	Enter the Fiscal Year	This field records the fiscal year.
Vendor: < >	**SEE VENDOR POP-UP**	This pop-up is used to record vendor information for the purchase order.
Approval	N – Did not pass all system edits **Y – Passed all system edits**	This field indicates whether or not all system edits have been passed. After all mandatory fields have been entered, enter **Y** then press F5.
Notes < >	Notes or Comments	This field is used to record notes or comments for the purchase order transaction. Press F2 and enter the note or comment.

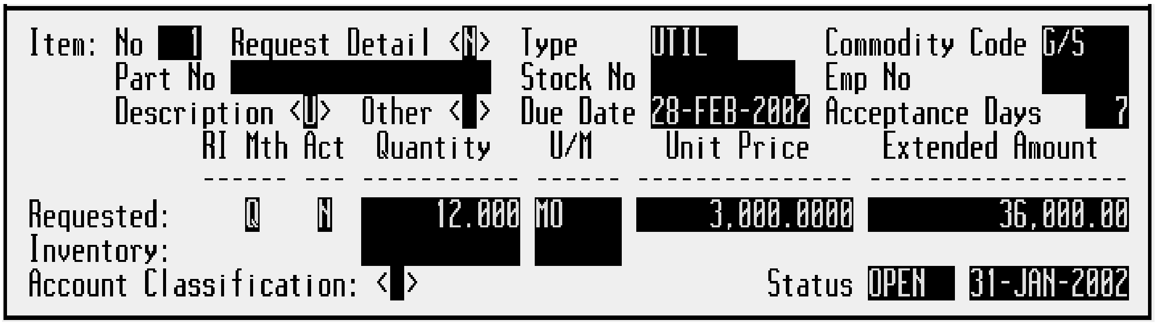
VENDOR ADDRESS AND SHIPPING DATA POP-UP



```
                    Vendor Address and Shipping Data

 Vendor No      31431-     1        FOB DESTIN  Freight
   Name KENTUCKY UTILITIES          Shipvia
Address PO BOX 14101
Address                             ShipTo Code TPR
   City LEXINGTON                          Name THIRD PARTY
  St/Pr KY  Zip/Postal Code 40512-4101  Address
Country US                          Address
Contact                             Address
Confirmed N  With                   Address
Fixed Price N   Acknowledgement Req N    City
Exchange: Code US                       St/Pr    Zip/Postal Code
          Rate  1.0000000000        Country
Terms1:Net 00 Days Disct P/A P 000000 W/IN 00 Days
Terms2:Net 00 Days Disct P/A P 000000 W/IN 00 Days
```

Field Name	Source Document Mapping	Action/Description
Vendor No/ID	Select Vendor # and Purchasing Address ID	This field is used to identify the vendor number and address ID for the vendor's purchasing address. Press HOME and select the vendor number and purchasing address ID.
Contact	Enter the Contact Name	This field indicates the contact person for the purchase order transaction.
Confirmed	Do Not Use	This field indicates if this order is being confirmed.
With	Do Not Use	This field identifies the person that the order is being confirmed with.
Fixed Price	Do Not Use	This field describes if the order is fixed price.
Acknowledgement Req	Do Not Use	This field is used if acknowledgement is required from the vendor.
Terms1:	Enter the Discount Terms	This field indicates the 1st set of payment terms for the vendor. This field defaults from the Vendor Maintenance Screen (PM002), but can be overridden.
Terms2:	Enter the Discount Terms	This field indicates the 2nd set of payment terms for the vendor. This field defaults from the Vendor Maintenance Screen (PM002), but can be overridden.
FOB	Enter the FOB Point	This field indicates the FOB point at which title passes. This field defaults to DESTIN if no FOB point is specified.
Freight	Do Not Use	This field is used to indicate any freight information.
Ship Via	Do Not Use	This field is used to indicate the carrier to be used for shipping purposes.
Ship To Code	TPR	This field indicates the third party ship to address. Press HOME and select TPR.

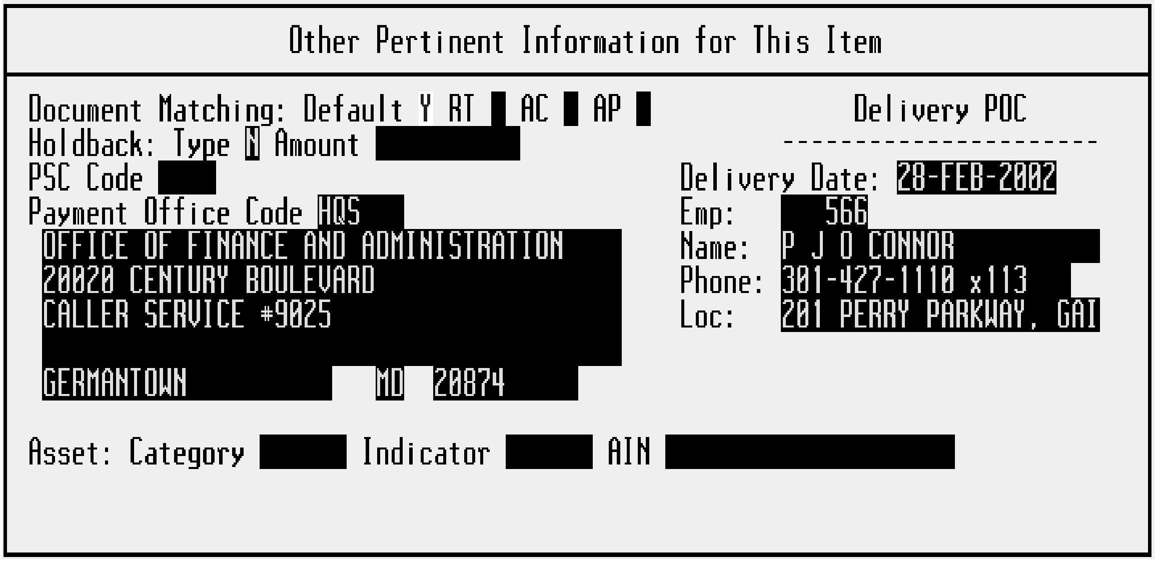
FM040 DETAIL BLOCK



```
Item: No    1  Request Detail <N>  Type      UTIL        Commodity Code G/S
      Part No                      Stock No              Emp No
      Description <U>  Other < >   Due Date  28-FEB-2002 Acceptance Days    7
             RI Mth Act  Quantity    U/M     Unit Price     Extended Amount
             ------ --- ---------- ------ -------------- ----------------
Requested:     Q   N        12.000 MO          3,000.0000        36,000.00
Inventory:
Account Classification: < >                           Status OPEN   31-JAN-2002
```

Field Name	Source Document Mapping	Action/Description
Item: No	Item Number (s)	This field indicates the item number(s) and is system generated. **NOTE:** If the item number does not agree with the source document enter the source document item number in the description.
Request Detail	**N – No Requisition** Y – Reference Requisition(s)	This field is used to reference one or more requisitions. This field defaults to **N**. Enter **Y** and select the requisition number(s) and item(s) to be included in the document.
Item: Type	OBSERV – Observer (Object Class 25XX) SERV – Services (Object Class 25XX) SUPPLY – Supplies (Object Class 26XX) UTIL – Utilities (Object Class 23XX)	This field identifies the item type. Press HOME and select an item type.
Commodity Code	ADVPAY – Immediate Payment - NONE AGR – Perishable Agriculture - AGR CONSTR – Construction Contracts - CONSTR DAIRY – Dairy Products - DAIRY G/S – Goods/Services subject to PPA - STD MEAT – Meat or Meat Products - MEAT MISC – G/S not subject to PPA - NONE RAT – Ratification – NONE	The commodity code determines payment terms under the Prompt Payment Act. Press HOME and select the commodity code.
Description	Enter the Item Description	This field is used to record the description of the item. Press F2 and enter the description, then press F5.
Other < >	**SEE OTHER PERTINENT INFORMATION FOR THIS ITEM POP-UP**	This pop-up is used to record other pertinent information about the purchase order.
Due Date	Enter the Due Date	This field indicates the due date of the item. Enter the due date or if no specific due date is noted enter the current date.
RI Mth	Q – Quantity Based D – Dollar Based	This field indicates if the document is quantity or dollar based. This field defaults to **D** if a quantity of 1 is entered.
Quantity	Enter the Quantity	This field indicates the quantity of the item. Enter the quantity for the item. **NOTE:** If the source document is being converted from quantity to dollar based enter a quantity of 1.
U/M	Enter the Unit of Measure	This field indicates the unit of measure of the item. Press HOME and select the unit of measure.
Unit Price	Enter the Unit Price	This field indicates the unit price of the item. Enter the unit price for the item. **NOTE:** If the source document is being converted from quantity to dollar based enter the total dollar amount of the item.
Account Classification <>	**SEE ACCOUNT DISTRIBUTION FOR THIS ITEM POP-UP**	This pop-up is used to record the account distribution for each item.

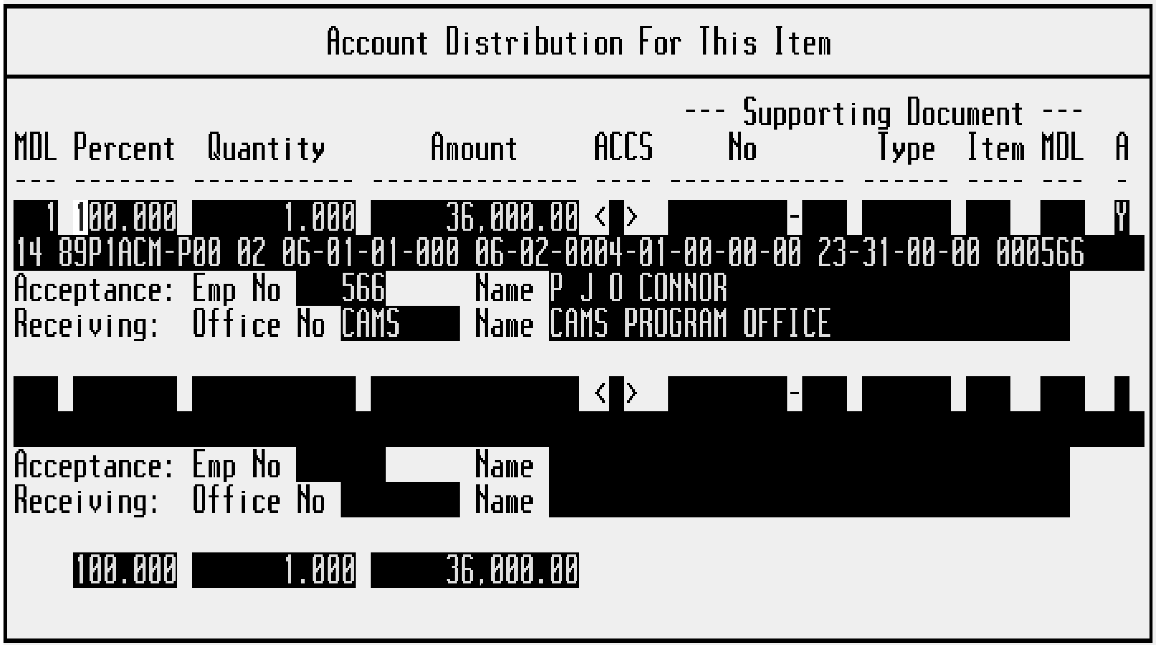
OTHER PERTINENT INFORMATION FOR THIS ITEM POP-UP



```
                 Other Pertinent Information for This Item

Document Matching: Default Y RT   AC   AP            Delivery POC
Holdback: Type N Amount                           ----------------------
PSC Code                                     Delivery Date: 28-FEB-2002
Payment Office Code HQS                      Emp:      566
 OFFICE OF FINANCE AND ADMINISTRATION        Name:  P J O CONNOR
 20020 CENTURY BOULEVARD                     Phone: 301-427-1110 x113
 CALLER SERVICE #9025                        Loc:   201 PERRY PARKWAY, GAI

 GERMANTOWN          MD  20874

Asset: Category       Indicator       AIN
```

Field Name	Source Document Mapping	Action/Description
Document Matching: Default	Y	This field indicates the document matching for the item. The document matching is established on the Payment Document Matching Maintenance Screen (PM021).
Holdback: Type Amount	D – Dollar Amount Holdback **N – No Holdback** P – Percentage Amount Holdback	This field indicates if the item is subject to a contract holdback. Press HOME and select the type of contract holdback and enter the contract holdback amount.
PSC Code	Do Not Use	This field is used to indicate the product service code. Press HOME and select the product service code.
Payment Office Code	Select the Payment Office Code	This field indicates the payment office code where the purchase order is being processed. Press HOME and select the payment office code.
Asset: Category Indicator AIN	Do Not Use	These fields are used to record personal property items.
Delivery Date:	Enter the Delivery Date	This field indicates the delivery date. Enter the delivery date or if no specific delivery date is noted enter the current date.
Emp:	Enter the Delivery Point of Contact	This field indicates the Delivery Point of Contact employee number. Press HOME and select the Delivery POC employee number or enter your employee number if no specific Delivery POC is noted.

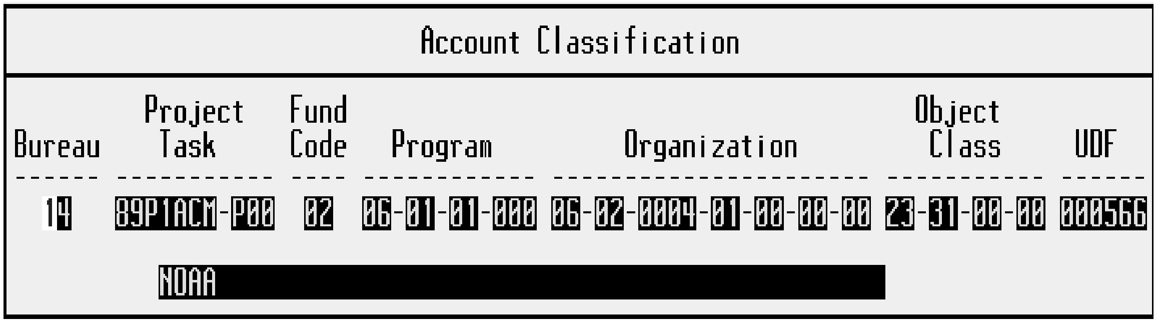
ACCOUNT DISTRIBUTION FOR THIS ITEM POP-UP



```
                     Account Distribution For This Item

                                                --- Supporting Document ---
MDL Percent  Quantity       Amount     ACCS     No        Type  Item MDL  A
--- ------- ----------- -------------- ---- ------------ ------ ---- ---  -
  1 100.000       1.000      36,000.00 < >             -                  Y
14 89P1ACM-P00 02 06-01-01-000 06-02-0004-01-00-00-00 23-31-00-00 000566
Acceptance: Emp No      566      Name P J O CONNOR
Receiving:  Office No CAMS       Name CAMS PROGRAM OFFICE

                                       < >             -

Acceptance: Emp No               Name
Receiving:  Office No            Name

    100.000       1.000      36,000.00
```

Field Name	Source Document Mapping	Action/Description
MDL	System Generated	This field indicates the multiple distribution line number for the item. This field is system generated.
Percent	Enter the Percentage for each MDL	This field is used to record the percentage for each multiple distribution line. Enter the percentage for each multiple distribution line for a total of 100%.
ACCS < >	**SEE ACCOUNT CLASSIFICATION POP-UP**	This pop-up is used to record the account classification for each multiple distribution line.
Acceptance: Emp No	Enter your Employee Number	This field indicates the acceptance employee number responsible for the acceptance on a 4-way match document. Press HOME and select the acceptance employee number or enter your employee number if no specific acceptance employee is noted.
Receiving: Office No	Enter the Receiving Office Code	This field indicates the receiving office code. Press HOME and select the receiving office code or enter your receiving office code if no specific receiving office is noted.

ACCOUNT CLASSIFICATION POP-UP



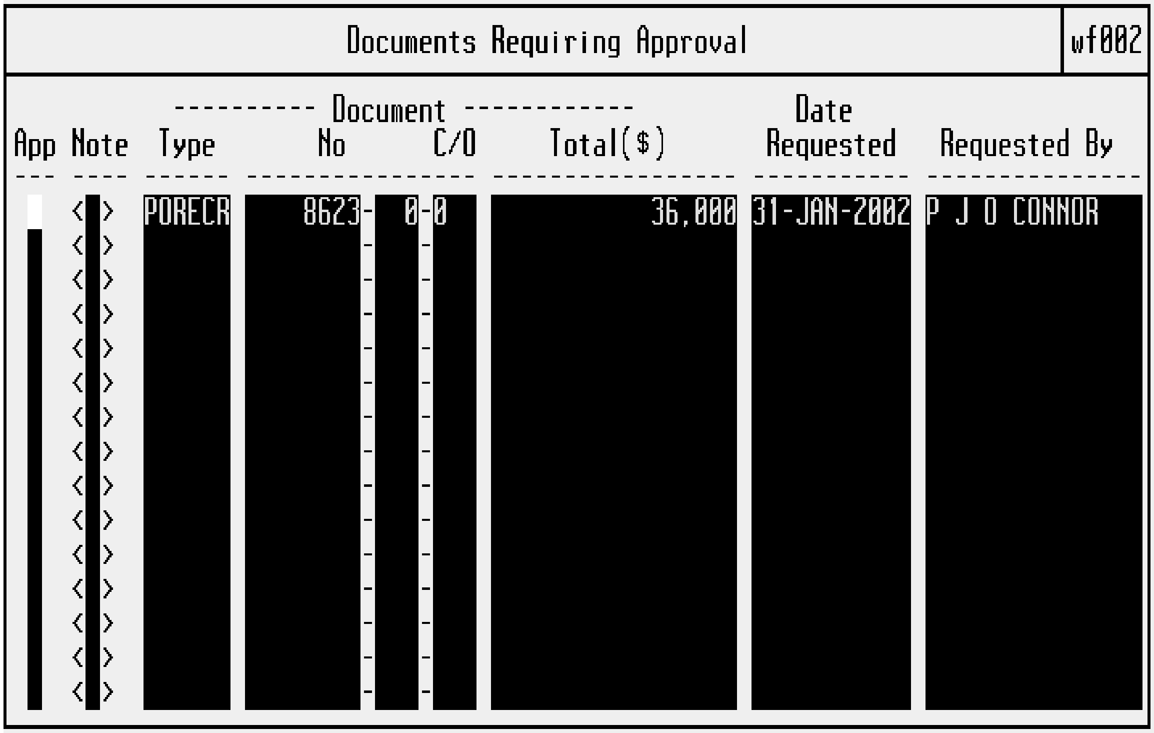
```
                              Account Classification

         Project     Fund                                                  Object
Bureau    Task       Code    Program            Organization               Class      UDF
------ ----------- ---- ------------ --------------------- ----------- ------
   14  89P1ACM-P00  02  06-01-01-000 06-02-0004-01-00-00-00 23-31-00-00 000566

          NOAA
```

Field Name	Source Document Mapping	Action/Description
Project/Task	Enter the Project/Task	This field identifies the project/task codes for the item and multiple distribution line.
Organization	Enter the Organization	This field identifies the organization for the item and multiple distribution line.
Object Class	Enter the Object Class	This field identifies the object class for the item and multiple distribution line.
UDF	Enter the Employee Number of the Approver	This field is used to determine the approval routing for the item and multiple distribution line.

Documents Requiring Approval

The Documents Requiring Approval Screen (WF002) is accessed from the WFM menu. The following fields must be entered and the document approved to record an obligation in the Core Financial System.

WF002 Documents Requiring Approval



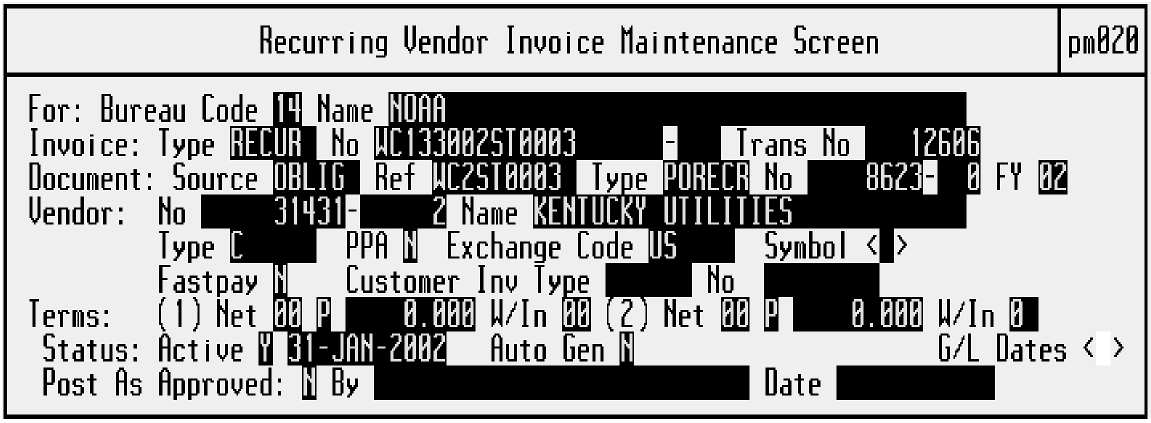
```
Documents Requiring Approval                                         wf002

              ---------- Document ------------          Date
App Note  Type       No      C/O     Total($)        Requested   Requested By
--- ----  ------ --------------- ---------------- ----------- ---------------
    < >   PORECR      8623-   0-0          36,000 31-JAN-2002 P J O CONNOR
```

Field Name	Source Document Mapping	Action/Description
App	N – Disapprove **Y – Approve**	This field is used to approve or disapprove a purchase order. To view the purchase order document press HOME.
Note < >	Enter Reason for Disapproval	This field is used to record notes if the document is not approved. If the App field is **N** this field is mandatory. Press F2 and enter the reason for not approving the document.
Type	System Generated	This field indicates the purchase order document type awaiting approval.
No	System Generated	This field indicates the purchase order document number awaiting approval.
C/O	System Generated	This field indicates the document change order awaiting approval.
Total	System Generated	This field indicates the total dollar amount of the document awaiting approval.
Date Requested	System Generated	This field indicates the request date of the document to be approved or disapproved.
Requested By	System Generated	This field identifies the name of the person requesting the approval.

Recurring Vendor Invoice Maintenance Screen

The Recurring Vendor Invoice Maintenance Screen (PM020) is accessed from the PMMAIN menu. To complete a recurring vendor invoice maintenance screen the following fields must be entered and the active status flag set to **Y** for records to be posted to the Vendor Invoice Transaction Screen (PM003).

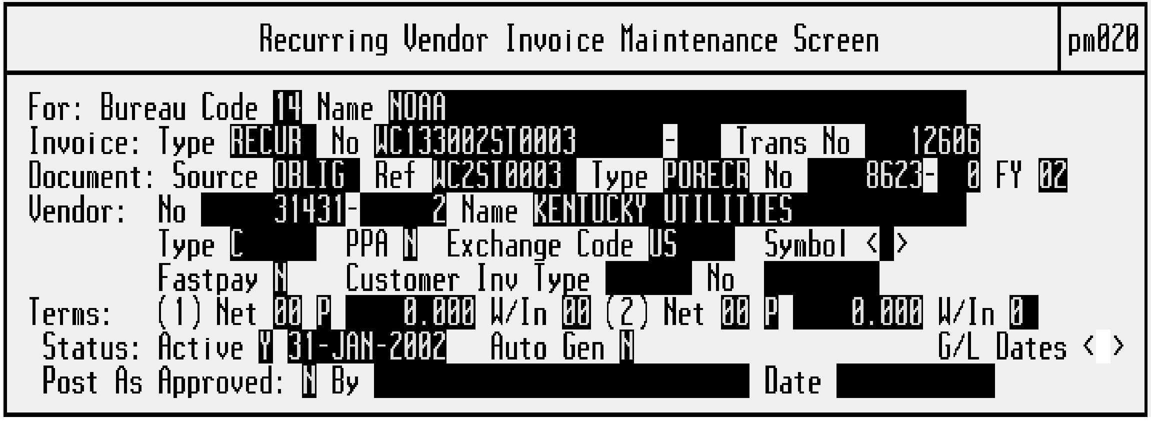
PM020 CONTROL BLOCK



```
                 Recurring Vendor Invoice Maintenance Screen                 pm020
For: Bureau Code 14 Name NOAA
Invoice: Type RECUR  No WC133002ST0003       -    Trans No    12606
Document: Source OBLIG  Ref WC2ST0003  Type PORECR No      8623-  0 FY 02
Vendor:  No       31431-       2 Name KENTUCKY UTILITIES
         Type C      PPA N  Exchange Code US      Symbol < >
         Fastpay N    Customer Inv Type       No
Terms:   (1) Net 00 P      0.000 W/In 00 (2) Net 00 P      0.000 W/In 0
 Status: Active Y 31-JAN-2002   Auto Gen N                      G/L Dates < >
 Post As Approved: N By                              Date
```

Field Name	**Source Document Mapping**	**Action/Description**
For: Bureau Code	13 – BXA 14 – NOAA	This field is used to record the bureau code. Press HOME and select the bureau code.
Invoice: Type	RECUR	This field is used to identify the invoice type. Pres HOME and select the invoice type.
Invoice: No	Enter the Order Number	This field is used to record the vendor's invoice number. Enter the vendor's invoice number.
Document: Source	OBLIG	This field is used to identify the document source. Press HOME and select the document source.
Document: Source Ref	Enter the 9-Digit FIMA Document Number	This field is used to enter supporting documentation.
Document: Type	PORECR	This field identifies the document type of the purchase order. This field defaults to **NONE** for no match documents and cannot be overridden.
Document: No	Obligation #	This field identifies the obligation number of the purchase order. This field defaults to **0** for no match documents and cannot be overridden.
FY	Enter the Fiscal Year	This field indicates the fiscal year of the transaction. This field defaults to the current fiscal year.
Vendor: No/ID	Select Payment Address ID	This field is used to record the vendor number and address ID for the vendor's remit to payment address. Press HOME and select the vendor number and payment address ID.
PPA	N – Not Subject to the PPA Y – Subject to the PPA	This field indicates whether or not the vendor's invoice is subject to the Prompt Payment Act. This field defaults form the Vendor Maintenance Screen (PM002), but may be overridden.
Terms: (1) NET W/IN	Enter the Discount Terms	This field indicates the 1st set of payment terms for the vendor. This field defaults from the Vendor Maintenance Screen (PM002), but may be overridden.
Terms: (2) NET W/IN	Enter the Discount Terms	This field indicates the 2nd set of payment terms for the vendor. This field defaults from the Vendor Maintenance Screen (PM002), but may be overridden.

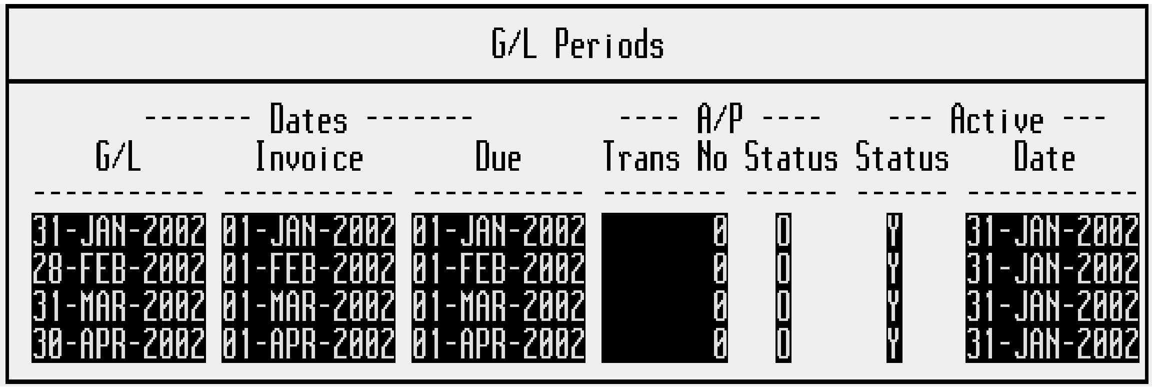
PM020 CONTROL BLOCK (CONTINUED)



```
Recurring Vendor Invoice Maintenance Screen                          pm020

For: Bureau Code 14 Name NOAA
Invoice: Type RECUR  No WC133002ST0003       -    Trans No     12606
Document: Source OBLIG  Ref WC2ST0003  Type PORECR No      8623-  0 FY 02
Vendor:  No       31431-       2 Name KENTUCKY UTILITIES
         Type C       PPA N  Exchange Code US       Symbol < >
         Fastpay N    Customer Inv Type        No
Terms:   (1) Net 00 P     0.000 W/In 00 (2) Net 00 P     0.000 W/In 0
 Status: Active Y 31-JAN-2002   Auto Gen N                   G/L Dates < >
 Post As Approved: N By                               Date
```

Field Name	Source Document Mapping	Action/Description
Status: Active	N – Not Active **Y – Active**	This field indicates whether or not the record is active and available for use. After all mandatory fields have been entered, enter **Y** then press F5.
Auto Gen	**N – Do not Generate Next FY Record** Y – Generate Next FY Record	This field indicates if the record will be copied for subsequent fiscal years. Enter "**Y**" to copy the next fiscal year record or enter "**N**" and the record will not be copied. **NOTE:** If the recurring invoice is linked to an obligation the Auto Gen flag must be set to "**N**".
G/L Dates< >	**SEE G/L PERIODS POP-UP**	This pop-up is used to record the general ledger end date, invoice date, and the due date.
Post As Approved:	N – Post as Unapproved Y – Post as Approved	This field is used to indicate if the recurring vendor invoice is posted to the Vendor Invoice Transaction Screen (PM003) as approved or unapproved. Enter "**N**" to post the recurring vendor invoice as unapproved or enter "**Y**" to post the recurring vendor invoice as approved to the PM003.

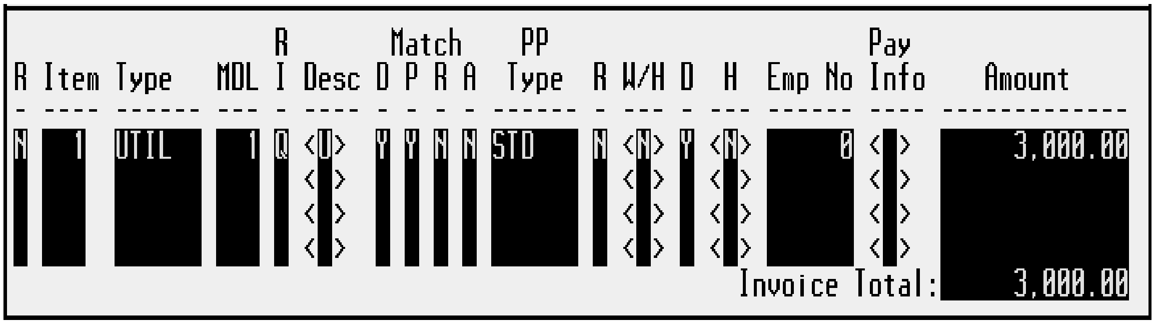
G/L PERIODS POP-UP



```
                              G/L Periods

      ------- Dates -------            ---- A/P ----    --- Active ---
   G/L         Invoice        Due       Trans No Status Status     Date
----------- ----------- ----------- -------- ------ ------ -----------
31-JAN-2002 01-JAN-2002 01-JAN-2002        0   O      Y    31-JAN-2002
28-FEB-2002 01-FEB-2002 01-FEB-2002        0   O      Y    31-JAN-2002
31-MAR-2002 01-MAR-2002 01-MAR-2002        0   O      Y    31-JAN-2002
30-APR-2002 01-APR-2002 01-APR-2002        0   O      Y    31-JAN-2002
```

Field Name	Source Document Mapping	Action/Description
Dates: G/L	Enter the G/L Dates	This field indicates the general ledger end date that the Generate Recurring Vendor Invoices (PM201) process will be executed. This date can be monthly, quarterly, semi annual, etc. Press HOME and select the general ledger dates.
Dates: Invoice	Enter the Invoice Dates	This field indicates the vendor invoice date and defaults to the first day of the accounting period. **NOTE:** If posting the recurring vendor invoice as an approved vendor invoice transaction the invoice date must be the 1st day of the month.
Dates: Due	Enter the Due Dates	This field indicates the due date of the vendor invoice and defaults to the first day of the accounting period.
Status	N – Not Active **Y – Active**	This field indicates if the general ledger period is active or inactive and defaults to Y, but may be overridden

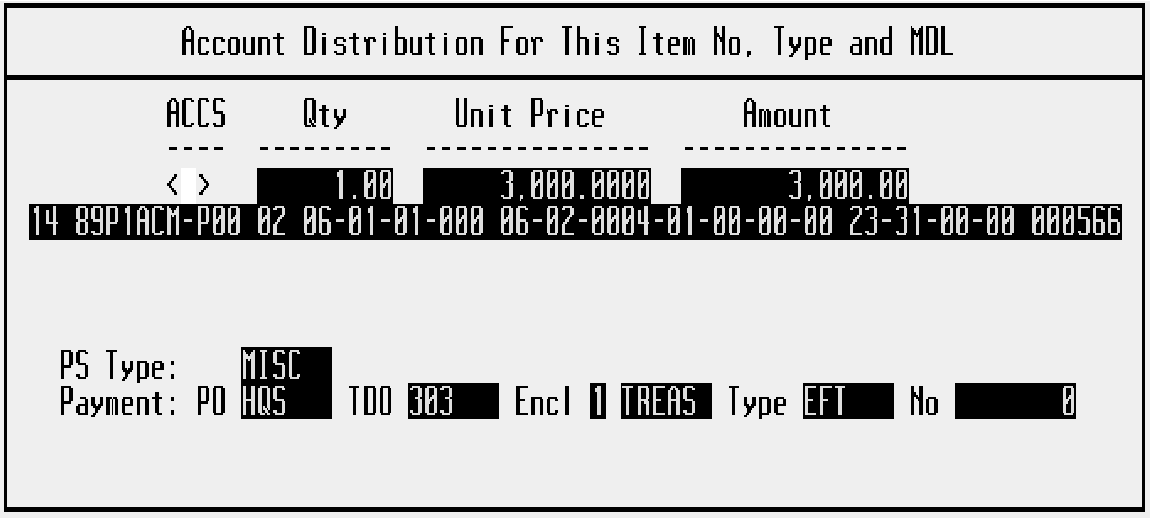
PM020 DETAIL BLOCK



```
          R      Match     PP                       Pay
R Item Type    MDL I Desc D P R A  Type   R W/H D  H  Emp No Info    Amount
- ---- ------ --- - ---- - - - - ------ - --- - --- ------ ---- ------------
N    1 UTIL      1 Q <U>  Y Y N N STD     N <N> Y <N>      0 < >      3,000.00
                     < >                    < >   < >        < >
                     < >                    < >   < >        < >
                     < >                    < >   < >        < >
                                                 Invoice Total:       3,000.00
```

Field Name	Source Document Mapping	Action/Description
Item	Select Item from the Purchase Order	This field indicates the item(s) number. Press HOME and select the item(s) being invoiced.
Type	System Generated	This field indicates the item type from the purchase order.
MDL	System Generated	This field indicates the multiple distribution line(s) (MDL) for the item.
Desc < >	System Generated	This field is used to record the description of the item. Press F2 and enter the item description then press F5.
Match D	Y	This field indicates the matching criteria and defaults to the matching criteria specified on the Payment Document Matching Maintenance Screen (PM021).
PP Type	AGR – Perishable Agriculture CONSTR – Construction Contracts DAIRY – Dairy Products MEAT – Meat or Meat Products NONE – Not subject to Prompt Pay Act STD – Standard Prompt Payment Terms	This field indicates the prompt payment type. Press HOME and select the prompt payment type.
R	N – Not 1099 Reportable (goods) Y – 1099 Reportable (services)	This field indicates if the item is reportable on a Form 1099-MISC. This field defaults form the Vendor Maintenance Screen (PM002), but can be overridden.
W/H < >	**N – Not Subject to Backup Withholding** Y – Subject to Backup Withholding	This field indicates if the item is subject to backup withholding. This field defaults from the Vendor Maintenance Screen (PM002), but can be overridden. To view or enter the backup withholding percentage pop-up pres F2.
D	N – No Discount **Y – Discount**	This field indicates if the item is subject to a discount. This field defaults to Y. A discount will only be applied if discount terms are specified in the Term fields.
H < >	D – Dollar Amount Holdback **N – No Holdback** P – Percentage Amount Holdback	This field indicates if the item is subject to a contract holdback. Press F2 to view or enter a contract holdback type and amount.
Pay Info < >	**SEE ACCOUNT DISTRIBUTION FOR THIS ITEM NO, TYPE, AND MDL POP-UP**	This pop-up is used to record the account distribution information for each item, type, and multiple distribution line.

ACCOUNT DISTRIBUTION FOR THIS ITEM NO, TYPE AND MDL POP-UP

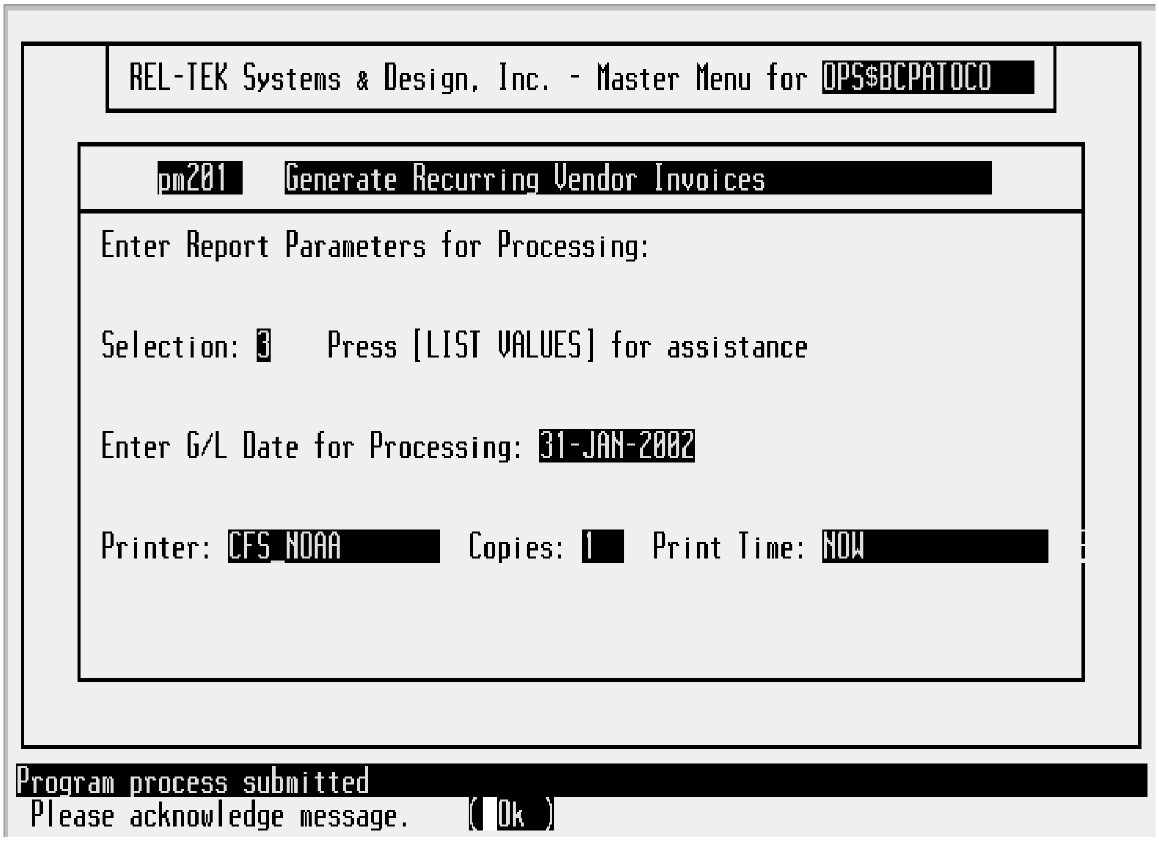


```
        Account Distribution For This Item No, Type and MDL

         ACCS    Qty        Unit Price         Amount
         ----  ---------  ---------------  ---------------
         < >        1.00       3,000.0000         3,000.00
14 89P1ACM-P00 02 06-01-01-000 06-02-0004-01-00-00-00 23-31-00-00 000566


  PS Type:     MISC
  Payment: PO  HQS    TDO 303    Encl 1 TREAS  Type EFT    No          0
```

Field Name	Source Document Mapping	Action/Description
ACCS < >	System Generated	This field indicates the account classification code structure of the item.
Qty	Enter the Quantity	This field is used to record the quantity of the item. Enter the quantity for the item.
Unit Price	Enter the Unit Price	This field is used to record the unit price of the item. Enter the unit price for the item.
PS Type:	FOR – Foreign Payment MANUAL – Manual Payment **MISC – Miscellaneous Payment** TRANS – Transportation Payment	This field indicates the payment schedule type to be sent to Treasury. **NOTE:** For SF1081 payments, select **MISC** and the system will update the payment schedule type to MANUAL after the Manual Vendor Payment Screen (PM041) is approved.
Payment: PO	System Generated	This field indicates the payment office code where the invoice is being processed.

Generate Recurring Vendor Invoices

The Generate Recurring Vendor Invoices Screen (PM201) is accessed from the PMPROG menu. To run the Generate Recurring Vendor Invoice Screen the following fields must be entered and the program executed.



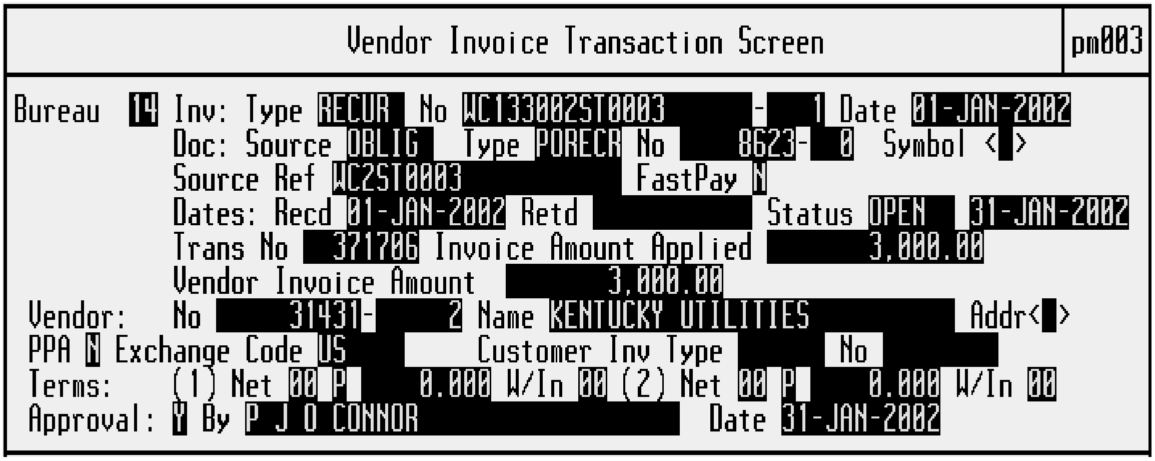
```
REL-TEK Systems & Design, Inc. - Master Menu for OPS$BCPATOCO

pm201   Generate Recurring Vendor Invoices

Enter Report Parameters for Processing:

Selection: 3   Press [LIST VALUES] for assistance

Enter G/L Date for Processing: 31-JAN-2002

Printer: CFS_NOAA   Copies: 1   Print Time: NOW

Program process submitted
 Please acknowledge message.   ( Ok )
```

Field Name	Source Document Mapping	Action/Description
Selection	Select 3 to Process New Report and Print	This field is used to select a valid option to process the last report, new report, review report, or check the log file.
Enter G/L Date for Processing:	Enter the **Current** G/L Date	This field indicates the general ledger date for processing. Press HOME and select the **current** general ledger date for processing.
Printer:	Select the Printer	This field indicates the printer where the log and exception reports will be printed. Press HOME and select a valid printer.
Copies:	1	This field indicates the number of copies of the report to print.
Print Time:	NOW	This field indicates the time that the print request will be processed.

Vendor Invoice Transaction Screen

The Vendor Invoice Transaction Screen (PM003) is accessed from the PMTRAN menu. The following fields must be entered and the document approved to record an accrual in the Core Financial System.

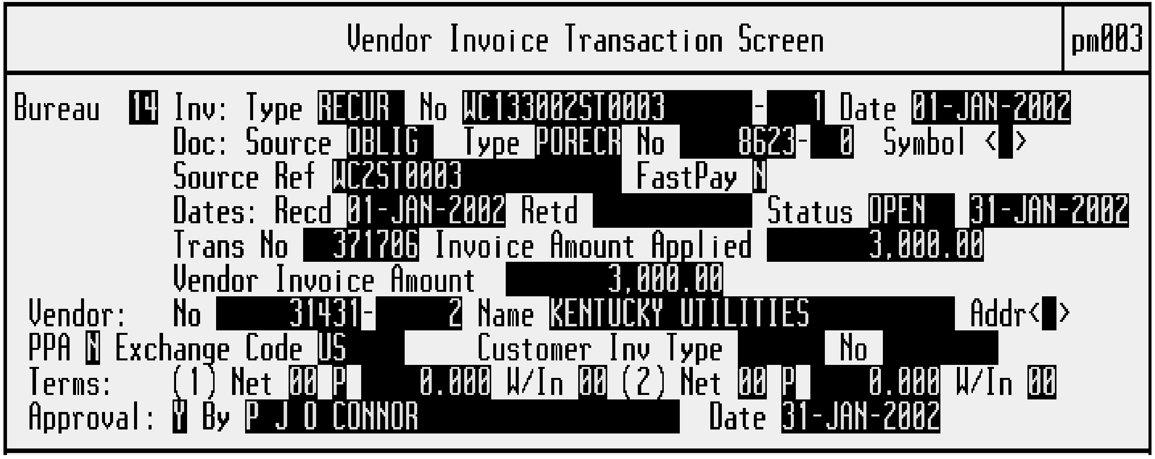
PM003 CONTROL BLOCK



```
                     Vendor Invoice Transaction Screen                  pm003

Bureau  14 Inv: Type RECUR  No WC133002ST0003      -    1 Date 01-JAN-2002
           Doc: Source OBLIG   Type PORECR No      8623-  0  Symbol < >
           Source Ref WC2ST0003           FastPay N
           Dates: Recd 01-JAN-2002 Retd             Status OPEN   31-JAN-2002
           Trans No  371706 Invoice Amount Applied          3,000.00
           Vendor Invoice Amount          3,000.00
 Vendor:   No      31431-      2 Name KENTUCKY UTILITIES          Addr< >
 PPA N Exchange Code US        Customer Inv Type       No
 Terms:    (1) Net 00 P     0.000 W/In 00 (2) Net 00 P     0.000 W/In 00
 Approval: Y By P J O CONNOR                       Date 31-JAN-2002
```

Field Name	Source Document Mapping	Action/Description
Bureau	13 – BXA 14 – NOAA	This field is used to record the bureau code. Press HOME and select the bureau code.
Inv: Type	RECUR	This field is used to identify the invoice type. Press HOME and select the invoice type.
Inv: No	Order Number	This field is used to record the vendor's invoice number. Enter the vendor's invoice number.
Inv: Sub No	System Generated but can be updated if invoice is not approved	This field is used to record the sub invoice number to permit duplicate invoice numbers submitted by a vendor.
Inv: Date	Enter the Invoice Date	This field is used to record the date of the vendor's invoice. Enter the vendor's invoice date.
Doc: Source	OBLIG	This field is used to identify the document source. Press HOME and select the document source.
Doc: Type	PORECR	This field identifies the document type of the purchase order. Press HOME and select the document type and obligation number.
Doc: No	Obligation #	This field identifies the obligation number of the purchase order.
Symbol < >	Do Not Use	This field is used to record the appropriation symbol and the ALC for payment of an SF1080/SF1081 invoice.
Source Ref	System Generated	This field is used to enter supporting documentation.
Dates: Recd	Enter the Received Date	This field is used to record the date that the vendor's invoice was received at the certifying official's office or the finance office. Enter the received date of the vendor's invoice.
Dates: Retd		This field is used to record the date that the invoice was returned to the vendor as an improper invoice.
Vendor Invoice Amount	System Generated	This field is used to record the total invoice amount on the vendor's invoice. Enter the total amount due from the vendor's invoice.
Vendor: No/ID	System Generated	This field is used to record the vendor number and address ID for the vendor's remit to payment address. Press HOME and select the payment address ID.
Addr < >	System Generated	This field is used to verify the vendor's payment address and cannot be updated. **NOTE:** If the address is incorrect contact your Vendor Database Administrator.

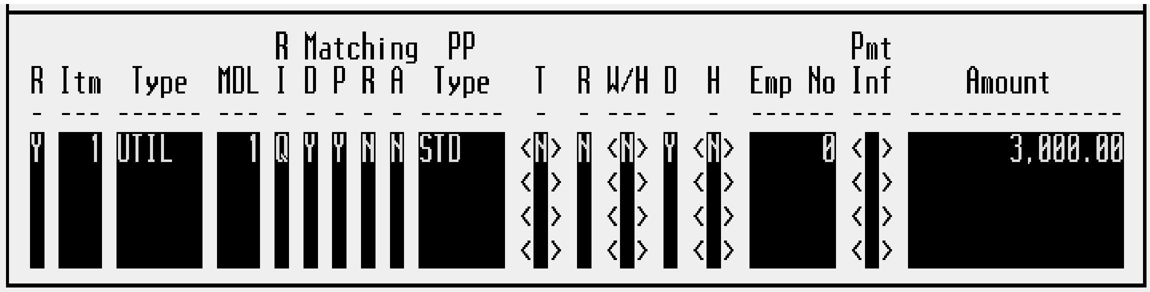
PM003 CONTROLBLOCK (CONTINUED)



```
                     Vendor Invoice Transaction Screen                  pm003

Bureau   14 Inv: Type RECUR  No WC133002ST0003      -    1 Date 01-JAN-2002
            Doc: Source OBLIG   Type PORECR No      8623-   0  Symbol < >
            Source Ref WC2ST0003             FastPay N
            Dates: Recd 01-JAN-2002 Retd               Status OPEN    31-JAN-2002
            Trans No   371706 Invoice Amount Applied           3,000.00
            Vendor Invoice Amount          3,000.00
 Vendor:    No        31431-       2 Name KENTUCKY UTILITIES            Addr< >
 PPA N Exchange Code US          Customer Inv Type        No
 Terms:     (1) Net 00 P      0.000 W/In 00 (2) Net 00 P      0.000 W/In 00
 Approval: Y By P J O CONNOR                           Date 31-JAN-2002
```

Field Name	Source Document Mapping	Action/Description
PPA	N – Not Subject to the PPA Y – Subject to PPA	This field indicates whether or not the vendor's invoice is subject to the Prompt Payment Act. This field defaults from the Vendor Maintenance Screen (PM002), but may be overridden.
Exchange Code	US	This field indicates the monetary exchange rate code for the vendor. This field defaults from the Vendor Maintenance Screen (PM002), but may be overridden.
Terms: (1) Net W/In	Discount Terms	This field indicates the 1st set of payment terms for the vendor. This field defaults from the Purchase Order Transaction Screen (FM040/FM041), but may be overridden.
Terms: (2) Net W/In	Discount Terms	This field indicates the 2nd set of payment terms for the vendor. This field defaults from the Purchase Order Transaction Screen (FM040/FM041), but may be overridden.
Approval	N – Did not pass all system edits **Y – Passed all system edits**	This field indicates whether or not all system edits have been passed. After all mandatory fields have been entered, enter **Y** then press F5.

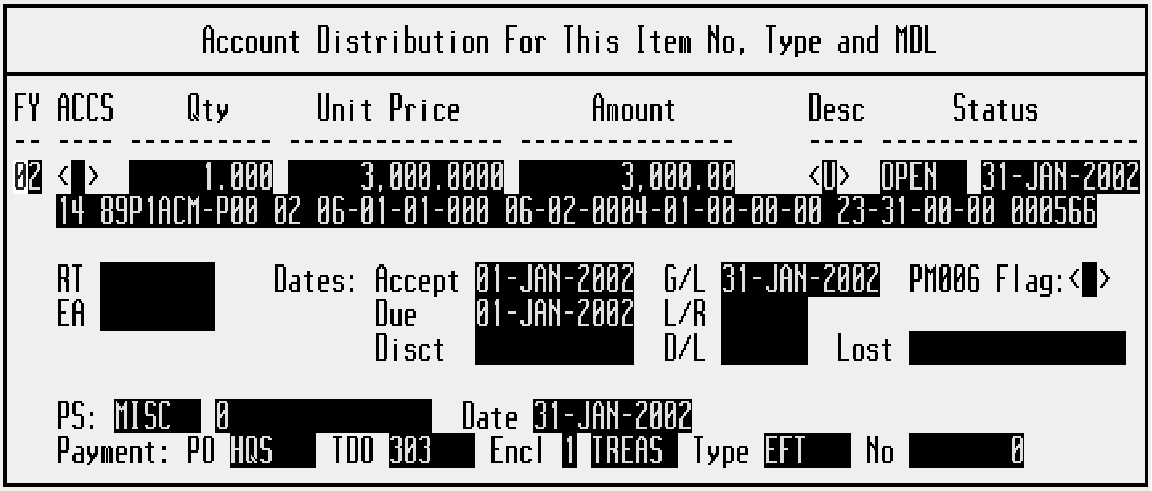
PM003 DETAIL BLOCK



```
                R Matching  PP                         Pmt
R Itm  Type  MDL I D P R A  Type    T  R W/H D  H  Emp No Inf      Amount
- --- ------ --- - - - - - ------   -  - --- -  -  ------ --- ---------------
Y   1 UTIL     1 Q Y Y N N STD     <N> N <N> Y <N>      0 < >        3,000.00
                                   < >   < >   < >        < >
                                   < >   < >   < >        < >
                                   < >   < >   < >        < >
```

Field Name	Source Document Mapping	Action/Description
R	System Generated	This field indicates the status of the item. **NOTE:** This field can be updated after the approval flag is set to **Y**.
Itm	System Generated	This field indicates the item(s) number. Press HOME and select the item(s) being invoiced.
Type	System Generated	This field indicates the item type from the purchase order.
MDL	System Generated	This field indicates the multiple distribution line(s) (MDL) for the item from the purchase order.
RI	System Generated	This field indicates if the document is **Q** - quantity or **D** - dollar based. This field defaults from the purchase order.
Matching: D	Y	This field indicates the matching criteria and defaults to the matching criteria specified on the Payment Document Matching Maintenance Screen (PM021).
PP Type	AGR – Perishable Agriculture CONSTR – Construction Contracts DAIRY – Dairy Products MEAT – Meat or Meat Products NONE – Not subject to Prompt Pay Act STD – Standard Prompt Payment Terms	This field indicates the prompt payment type and is defaulted based on the commodity code selected on the purchase order.
T < >	**N – No Trade-In** Y – Trade-In	This field indicates if there is a trade-in associated with the item. To view the trade-in pop-up press F2.
R	N – Not 1099 reportable (goods) Y – 1099 Reportable (services)	This field indicates if the item is reportable on a Form 1099-MISC. This field defaults from the Vendor Maintenance Screen (PM002), but can be overridden.
W/H	**N – Not subject to backup withholding** Y – Subject to backup withholding	This field indicates if the item is subject to backup withholding. This field defaults from the Vendor Maintenance Screen (PM002), but can be overridden. To view or enter the backup withholding percentage pop-up press F2.
D	N – No Discount **Y – Discount**	This field indicates if the item is subject to a discount. This field defaults to **Y**. A discount will only be applied if discount terms are specified in the Term fields.
H	D – Dollar Amount Holdback **N – No Holdback** P – Percentage Amount Holdback	This field indicates if the item is subject to a contract holdback. Press F2 to view or enter a contract holdback type and amount.
Pmt Inf < >	**SEE ACCOUNT DISTRIBUTION FOR THIS ITEM NO, TYPE, AND MDL POP-UP**	This pop-up is used to record the account distribution information for each item, type, and multiple distribution line.

ACCOUNT DISTRIBUTION FOR THIS ITEM NO, TYPE AND MDL POP-UP



```
             Account Distribution For This Item No, Type and MDL

FY ACCS     Qty       Unit Price          Amount          Desc      Status
-- ---- ---------- --------------- ---------------      ---- ------------------
02 < >       1.000      3,000.0000        3,000.00      <U> OPEN    31-JAN-2002
   14 89P1ACM-P00 02 06-01-01-000 06-02-0004-01-00-00-00 23-31-00-00 000566

   RT               Dates: Accept 01-JAN-2002  G/L 31-JAN-2002  PM006 Flag:< >
   EA                      Due    01-JAN-2002  L/R
                           Disct               D/L         Lost

   PS: MISC   0                       Date 31-JAN-2002
   Payment: PO HQS     TDO 303     Encl 1 TREAS  Type EFT      No          0
```

Field Name	Source Document Mapping	Action/Description
FY	System Generated	This field indicates the fiscal year of the item from the purchase order.
ACCS < >	System Generated	This field indicates the ACCS of the item from the purchase order.
Qty	Enter the Quantity	This field indicates the quantity of the item from the purchase order, but can be overridden.
Unit Price	Enter the Unit Price	This field indicates the unit price of the item from the purchase order, but can be overridden.
Desc	System Generated	This field displays the description for the item from the purchase order, but can be overridden.
RT	System Generated	This field records the receiving ticket transaction number.
G/L	Use Default G/L Date	This field is used to record the general ledger end date and defaults to the current open general ledger period.
PM006 Flag < >	System Generated	This field indicates if an Advice of Correction Screen (PM006) has been processed for the item.
Due	System Generated	This field is used to record the due date of the item and is system generated. **NOTE:** This field can be updated after the approval flag is set to **Y**.
L/R		This field is used to identify the late payment reason code. Press HOME and select a valid late payment reason code.
D/L		This field is used to identify the discount lost reason code. Press HOME and select a valid discount lost reason code.
PS:	FOR – Foreign Payment MANUAL – Manual Payment **MISC – Miscellaneous Payment** TRANS – Transportation Payment	This field indicates the payment schedule type to be sent to Treasury. **NOTE:** For SF1081 payments, select **MISC** and the system will update the payment schedule to **MANUAL** after the Manual Vendor Payment Screen (PM041) is approved.
PS: Schedule No	System Generated	This field indicates the payment schedule number for the item and is system generated. **NOTE:** For SF1081 payments press HOME and select the G-Schedule Number.
PS: Schedule Date	System Generated	This field is used to record the schedule date of the item and is system generated. **NOTE:** This field can be updated after the approval flag is set to **Y**.
Payment: PO	System Generated	This field indicates the payment office code where the purchase order and invoice are being processed.